



8 MAY 1984

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MEMORANDUM FOR:
Management Staff, DA

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FROM:
Chief, Plans and Management Staff
Office of Information Services

SUBJECT: Progress on Action Items-FY 1984 Second Quarter

We have attached in synopsis form a report on the second quarter
action items for our four OIS Divisions.



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Attachments:
As Stated.

OFFICE OF INFORMATION SERVICES
PROGRESS ON ACTION PLAN ITEMS
FY 1984
SECOND QUARTER

Records Management Division

1. RMD is on schedule in establishing requirements for standard Information Services Centers in the new headquarters building. Data on the registry requirements of components moving into the new building have been collected and are being analyzed. Division personnel have established a regular liaison with the New Building Project Office and will be tied into the planning process. From experience gained in operating the Information Services Center in the Ames Building, RMD will be able to provide input on space needs, locations of common services, and functional requirements.

2. Planning for establishing an Information Services Center in the Ames Building is continuing. Details of the staffing and equipment requirements have been worked out. The organization and operating procedures cannot be firmly established until a decision can be made on installing a laser printer operation within the Center. The major impediment--not having suitable space in the building with proper air-conditioning--is causing considerable uncertainty and delay.

Information and Privacy Division

IPD on 15 March 1984 submitted to the Deputy Director for Administration a preliminary plan of action to improve the Agency's responsiveness under the FOIA and to reduce the present backlog. The plan addresses the Directorate of Operations; the Directorate of Intelligence, including the Office of Central Reference and the DI Information Review Officer; and the Information and Privacy Division itself. Implementation of the plan will require the contribution of additional personnel resources shared by components Agency-wide for 18 months to two years.

Classification Review Division

1. As reported for the first quarter, the proposal for centralized review has given way to a more modest project for reviewing historical material, depending on the outcome of the FOIA relief bill. Success in reviewing historical materials could become the basis for expansion into centralized review.

2. Development of the Released Information Management System (RIMS) using Wang Alliance is virtually complete. CRD is successfully working out a few technical problems that have shown up in the system. Although there is no one individual who can be dedicated solely to the project, division personnel input items into the data base on a time available basis. Approximately 700 items have been entered and we expect to have input 1500 by the fourth quarter of FY 1984.

Regulations Control Division

1. RCD is using the Wang system to process and edit regulatory issuances. Procedures for electronic interface with P&PD and certain initiators are being further developed and refined. Progress should increase when the periodic technical breakdowns in the VM link to Headquarters and certain components are corrected. Formal Wang training for all RCD personnel is nearly completed. In addition to using Wang for editing, RCD uses it to log all incoming documents, maintain its checklist of current regulatory issuances, and track the status of regulations that are to be updated, and is developing procedures for tracking all regulatory proposals as they move in and out of RCD during processing.

2. The objective to update all the headquarters regulations issued prior to 1980 is being pursued vigorously. Of the total 147 regulations originally in this group, 117 revisions have been received from the initiators. Of these, 60 have been published representing an additional 23 regulatory revisions processed since the first quarter. Completion of this objective on schedule continues to be affected by the aftermath of numerous physical relocations and reorganizations that have taken place throughout the Agency and the necessity for initiators to devote personnel resources to other priority tasks. Although we fully intend to complete the objective in FY 1984, it likely will be the fourth quarter before all the remaining 30 regulations due from the initiators are revised.

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3. Continued progress also is being made in updating the regulations issued in 1980. Of the 83 regulations originally in this group, 51 have been received from the initiators. Of these, 36 have been published. Despite the fact that initiators have been giving priority to updating later issuances, completion of this goal is on schedule.

4. Repagination of the headquarters regulations continues to be on schedule.

U - Scheduled
X - Actual

Office: Office of Information Services
Objective Statement: Maintain and Improve the Agency's Records Management Program
Responsible Officer: [REDACTED] STAT
Significant Funding Account: [REDACTED] FY 84
Date Submitted: 30 September 1983

Activities Planned	Quarter 1			Quarter 2			Quarter 3			Quarter 4		
	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP
Complete the audit of Top Secret collateral material that is charged to Agency components.			0									
Transfer the full responsibility for inputting data into the Agency Archives and Records Center Inventory System to the Archives and Records Center Branch.				0								
Establish requirements for standard Information Services Centers in the new Headquarters Building in conjunction with ODP, OL, and OC.							0					
Develop a contingency plan to accommodate the storage of Agency records in the event that the Agency Archives and Records Center runs out of storage space.									0			

0 - Scheduled
X - Actual

Office: Office of Information Services
 Objective Statement: Maintain and Improve the Agency's Records Management Program
 Responsible Officer: [Redacted] SIAT
 Significant Funding Amount: \$ [Redacted] FY 84
 Date Submitted: 30 September 1983

Activities Planned	Quarter 1			Quarter 2			Quarter 3			Quarter 4		
	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP
Establish an Information Services Center and a related training program in Ames Building.									0			
Complete the disposition of Agency component records in accordance with updated records control schedules.*												0
Complete the updating of DDA vital records schedules necessary to support Directorate operations during local disasters.												0
Complete the disposition scheduling of ADP records in DDA components												0
*Completion of this activity is contingent on NARS and SSCI approval of new Agency records control schedules by 30 June 84.												

O - Scheduled
X - Actual

Office: Office of Information Services
Objective Statement: Maintain and Improve the Agency's Records Management Programs
Responsible Officer: STAT
Significant Funding: FY 84
Date Submitted: 30 September 1983

Activities Planned	Quarter 1			Quarter 2			Quarter 3			Quarter 4		
	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP
Complete the training of two information management auditors and conduct two Agency component audits.												0
Complete the Definition Phase and the Preliminary System Design Phase of The Records Information Systems Project and begin its Detailed System Design.												0

0 - Scheduled
X - Actual

Office: Office of the Director of Information Services

Objective Statement: Maintain and refine the capability to respond in a timely, consistent manner to requests for release of Agency information as required by statute or Executive Order.

Responsible Officer: [REDACTED] STAT
Significant Funding Amount: [REDACTED] FY 84

Date Submitted: 14 October 1983

Activities Planned	Quarter 1			Quarter 2			Quarter 3			Quarter 4		
	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP
Provide an action plan to eliminate the backlog and report to Congress.												
Complete the revision of Agency handbooks and CFR, including legislative changes to FOIA as appropriate.												0
Conduct the annual FOIA/PA conference.												0
Accomplish the activities associated with the implementation of partial FOIA relief and improving response time.												0

OBJECTIVE AND ACTION PLAN

Approved For Release 2005/08/03 : CIA-RDP93B01194R001100140004-

Approved For Release 2003/06/03 : CIA-RDP93B01124R001100140004-

OBJECTIVE
NO.

OFFICE

CRD/OIS

RESPONSIBLE OFFICER

FY

FY RESOURCE ESTIMATE

MYR

DOLLARS

PERIOD

STATUS

OCT - NOV

DEC - JAN

FEB - MAR

APR - MAY

JUN - JUL

AUG - SEP

+ EXCEEDING PLAN

= MEETING PLAN

< BEHIND PLAN

84

Maintain and refine capability for classification review consistent with Executive Orders and Agency regulations.

Date Submitted: October 1983

ACTION PLAN (Milestones)

COMPLETION MONTH: SCHEDULED O: ACTUAL X

OCT

NOV

DEC

JAN

FEB

MAR

APR

MAY

JUN

JUL

AUG

SEP

Prepare the written proposal for Agency centralized review.

Complete the development of the RIMS system.

Input 1,500 items into the RIMS data base (presumes one part-time contract annuitant working solely on this project.

Visit Presidential Libraries as resources and funds permit and material has been processed and is ready for Agency review.

Update guidelines for review of SAEs and prepare briefing material for personnel officers who are responsible for having departing employees prepare their SAE.

Participate in the initial planning for OIS involvement in the selective historical review program.

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O - Scheduled
X - Actual

Office: Office of Information Services - Regulations Control Division
 Objective Statement: Initiate Automated Editorial Processing of Regulatory Issuances
 Responsible Officer: [REDACTED] STAT
 Significant Funding Amount: \$ _____ FY _____
 Date Submitted: 30 September 1983

Activities Planned	Quarter 1			Quarter 2			Quarter 3			Quarter 4		
	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP
Complete installation, connection, and test of telecommunications link			X									
Train RCD personnel in Wang and VM file exchange				O-----X								
Initiate pilot program to develop procedures for editorial processing of issuances on Wang					X							
Order additional work stations								O				
Install work stations for all editors and implement basic editorial processing of issuances on Wang											O	

O - Scheduled
X - Actual

Office: Office of Information Services - Regulations Control Division
Objective Statement: Repaginate HR's so that all begin with page one
Responsible Officer: [REDACTED]
Significant Funding Amount: [REDACTED] FY STAT
Date Submitted: 30 September 1983

Activities Planned	Quarter 1			Quarter 2			Quarter 3			Quarter 4		
	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP
Notify all distribution officers of numbering change	X											
Complete numbering change												0